



## TOWN OF BOXBOROUGH

**BOARD/COMMITTEE:** Boxborough Building Committee  
**MEETING DATE:** January 10 2023  
**TIME:** 5:30 PM  
**PLACE:** Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order of March 12, 2020.

**BBC members:** Gary Kushner (clerk), Les Fox (Chair), Diana Lipari, Bryan Lynch, Hugh Fortmiller, Owen Neville, Bill Litant, Than Stuntz, Larry Grossman (5:49)

**Missing:** Priya Sundaram, Al Murphy,

**BBC Advisory:** Chief Paul Fillebrown, Chief John Szewczyk

**Non-members:** Ellen Light, Jeff Shaw, Alec Wade (Town Planner), Maria Neyland

Meeting called to order at 5:32 PM by the chair, Les Fox  
Meeting recorded

Roll call of attendees: Diana-present, Bryan-present, Owen-present, Hugh-present , Bill-present, Gary-present, Than Stantz-present, Les-present

The minutes for December were moved and Diana and Hugh seconded  
Diana-aye, Bryan-aye, Owen-aye, Hugh-aye, Gary-aye, Bill-aye, Than-aye, Les-aye  
Approved 8-0

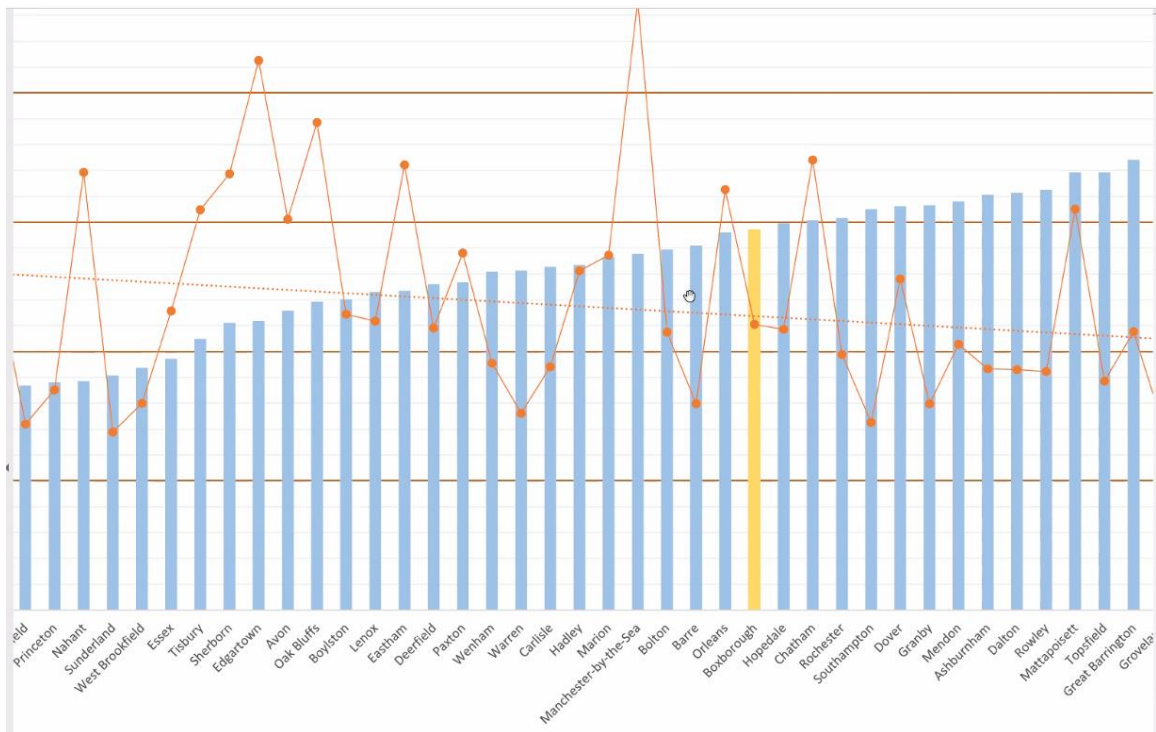
Wes Fowlks sent a note regarding the site being considered could support an additional facility. BBC had discussed and agreed that it was not part of the BBC charter.

Context (Jeff) did a walkthrough of the fire station and police station. Mark Barbadoro and Diana Lipari did a walk through of both buildings. Diana provided a review of her walk through. She felt that the fire station could be renovated and that the police station is not in bad shape and could be renovated.

Jeff provided an update and sent a first draft followed by an update over the January 3 week. He presented the Boxborough Public safety space needs study. Discussion on manpower in the building. The manpower numbers were provided both by the HTK

study and discussions with the chiefs. Jeff shared a graph of comparable towns showing manpower and typically 2.5 per 1000 population.

	Current Total	Current Sworn	Current Day	Shifts:	Future to 2050			Total	Future Sworn
Police Department									
Administration									
Chief	1	1	1		1			1	1
Lieutenant	1	1	1		1			1	1
Admin Assistant, PT	1		1		1			1	
Dispatch									
Dispatch Supervisor (Civ)	1		1		1			1	
Dispatchers (Civ)	7		1		2	2	2	6	
Patrol									
Patrol Sergeants	2	2	1		2	1	1	4	4
Patrol Officers	5	5	2		3	3	3	9	9
Animal Control Officer (Civ)	1		1		1			1	
Detectives									
Sergeant Detectives	1	1	1		1			1	1
Detectives	1	1	1		1	1		2	2
TOTAL STAFF		21	11	11	14			27	18
Fire Department									
				Shifts:	Day	Night			
Administration									
Chief	1				1				
Deputy Chief	0				1				
Captain	1				1				
Officers (per diem)	1				1				
Admin Assistant, PT	1				1				
EMS Coordinator	1				1				
Suppression									
Officer	0				1				
Firefighter / EMT	3				4	2			
Call Firefighter	30				30				
TOTAL STAFF		38			41				



Boxborough is the yellow line

Patrol officers are currently 7 with 13 total to date. Total future should be between 17 to 19. Gary asked about the animal control officer and there should be some desk space.

		Present (day shift)		Future (day shift)	
		Surface	Garaged	Surface	Garaged
<b>Police Department</b>					
<b>Marked</b>					
	Cuiseurs	6		8	
	Motorcycles		0		1
	Command Center	0		1	
	Trailers	3		3	
<b>Unmarked</b>					
	Administration	2		2	
	Unassigned	4		4	
<b>Other</b>					
	Impounded Vehicles		1		1
<b>Personal</b>					
	Personal Vehicles (day shift only)	10		12	
<b>Fire Department</b>					
<b>Department Owned</b>					
	Ladder Truck		0		1
	Engines (62, 63, 64)		3		2
	Brush Truck (Engine 61)		1		1
	Hose Wagon 65		1		0
	Tanker 67		1		2
	Ambulance		1		2
	Fire Chief	1		1	
	Command		2		2
	UTV/ATV		0		1
	Lighting Trailer		1		1
	MDU Trailer (Decon)		1		1
	Hazard Trailer	1		1	
	FD Shelter Trailer	1		1	
	BERC Shelter Trailer	1		1	
<b>Personal</b>					
	Personal Vehicles	5		7	
	Call Firefighter Vehicles	10		10	
<b>Total Departments</b>		<b>44</b>	<b>12</b>	<b>51</b>	<b>15</b>
<b>Public</b>		4		40	
<b>Grand Total</b>		<b>48</b>	<b>12</b>	<b>91</b>	<b>15</b>
<b>Site Features</b>					
Shared:		Fire:			

## Site Features

### Shared:

Radio Tower - Open Lattice 80' Tower  
 Dumpster / Trash Enclosure  
 Flagpole  
 Emergency Generator

### Fire:

80' x 80' Training Pad  
 Training Hydrant (working hydrant)  
 Rappelling Wall (on building)  
 Ladder Training Wall (on building)

Diana did a quick review of Stow and talked about Stow's manpower and building size. Diana volunteered to perform and present an analysis if asked. Hugh suggested if a study is done that we use the existing list of towns. Hugh believes that the Taxpayers will want to see comparisons.

Prgm No.	Space Type Description	Qty	Length	Width	Needed Space Size NASF	Tot. Needed NASF	2015 Program	2021 Update	Police Station Only	Fire Station Only	Floor 1st	2nd
SHARED SPACE												
1.0	Public Space											
1.1	Vestibule	1	10	10	100	100	incl	incl	80	80	100	
1.2	Public Lobby	1	18	22	396	396	412	412	396	198	396	
1.3	Public Toilets	2	7	7.5	53	105	128	128	105	105	105	
1.4	Public Meeting & Training Room / EOC (49 ppl)	1	26	38	988	988	912	912	988	988	988	
1.5	Public Training Storage	1	8	10	80	80	80	80	80	0	80	
1.6	Medical Triage	1	8	10	80	80	0	0	0	80	80	
2.0	Shared Space											
2.1	Public Interview Room (soft)	1	12	12	144	144	144	144	144	0	144	
2.2	Conference Room (10ppl)	1	14	20	280	280	192	192	210	210	280	
2.3	Emergency Management (BERC) Storage	1	14	20	280	280	0	0	0	280	280	
2.4	Fitness Room	1	22	36	792	792	780	780	634	634	792	
2.5	Human Services	0	0	0	0	0	120	120	0	0	0	
2.6	Shared Offices (IT & Animal Control)	1	10	14	140	140	144	144	140	0		140
3.0	Building Support											
3.1	Elevator (# of stops)	2	8	10	80	160	275	275	160	0	80	80
3.2	Elevator Machine Room	1	8	10	80	80	incl	incl	80	0	80	
3.3	Servers, E911 & Radio Equipment	1	12	16	192	192	192	192	192	154		192
3.4	Mechanical Room	1	18	20	360	360	400	400	288	288	360	
3.5	Electrical Room	1	12	14	168	168	120	120	134	134		168
3.6	Sprinkler / Water Service	1	6	14	84	84	168	168	84	84	84	
3.7	Emergency Lighting Equipment	1	4	8	32	32	100	100	32	32	32	
3.8	Janitor	1	4	6	24	24	20	20	0	0	24	

Prgm No.	Space Type Description	Needed Space Size			Tot. Needed		2015 Program	2021 Update	Police Station Only	Fire Station Only	Floor	
		Qty	Length	Width	NASF	NASF					1st	2nd
POLICE DEPARTMENT												
4.0	Administration											
4.1	Police Chief	1	12	14	168	168	220	220	168			168
4.2	Lieutenant	1	12	12	144	144	144	144	144			144
4.3	Administrative Assistant	1	10	12	120	120	120	120	120			120
4.4	Workroom / Office Supplies / Break	1	8	10	80	80	48	48	80			80
4.5	Coat Closet	1	3	8	24	24	0	0	24			24
4.6	Records	1	12	24	288	288	200	200	288			288
4.7	Staff Toilet	1	7	7.5	53	53	128	128	53			53
5.0	Dispatch											
5.1	Dispatch (2 stations)	1	14	24	336	336	308	308	336			336
0.1	Dispatch Supervisor	1	8	10	80	80	100	100	80			80
5.1	Dispatch Break Area & Lockers	1	8	12	96	96	0	0	96			96
5.2	Dispatch Toilet	1	7	7.5	53	53	0	0	53			53
6.0	Investigations											
6.1	Detective Sergeant	1	10	12	120	120	120	120	120			120
6.2	Detectives (4ppl)	1	14	20	280	280	278	278	280			280
6.3	Interview Room (hard)	1	10	12	120	120	120	120	120			120
6.4	AV Surveillance	0	0	0	0	0	100	100	0			0
6.5	Evidence Processing	1	12	14	168	168	0	0	168			168
6.6	Evidence Storage	1	16	20	320	320	324	324	320			320
6.7	Recovered Property	1	10	16	160	160	160	160	160			160
7.0	Patrol											
7.1	Roll Call (8ppl)	1	14	16	224	224	245	245	224			224
7.2	Break Room	1	12	16	192	192	incl	incl	192			192
7.3	Report Writing & Evidence Packaging	1	14	18	252	252	355	355	252			252
7.4	Patrol Sergeants (4ppl)	1	14	20	280	280	280	280	280			280
7.5	Patrol Storage	1	8	14	112	112	100	100	112			112
7.6	Armory	1	8	10	80	80	100	100	80			80
8.0	Detention											
8.1	Sallyport / Motorcycle / Impound Bays	2	16	28	448	896	1,080	1,080	896			896
8.2	Booking	1	12	18	216	216	300	300	216			216
8.3	Detainee Shower / Decon	0	6	8	48	0	50	50	0			0
8.4	Holding	1	8	10	80	80	72	72	80			80
8.5	Detention Janitor	0	0	0	0	0	30	30	0			0
8.6	Detention Cell - Universal	3	8	9	72	216	0	0	216			216
8.7	Detention Cell - Male	0	8	9	72	0	140	140	0			0
8.8	Detention Cell - Female	0	8	9	72	0	70	70	0			0
9.0	Support Facilities											
9.1	Men's Locker Room	1	24	40	960	960	1,052	1,052	960			960
9.2	Women's Locker Room	1	18	30	540	540	295	295	540			540
9.3	Tire and Parts Storage	1	8	10	80	80	80	80	80			80
9.3	Janitor	1	4	6	24	24	80	80	24			24

Prgm No.	Space Type Description	Needed Space Size			Tot. Needed		2015 Program	2021 Update	Police Station Only	Fire Station Only	Floor	
		Qty	Length	Width	NASF	NASF					1st	2nd
FIRE DEPARTMENT												
10.0 Administration												
10.1	Fire Chief's Office	1	12	14	168	168	220	220		168		168
10.2	Deputy Fire Chief	1	12	12	144	144	120	120		144		144
10.3	Captain	1	10	12	120	120	120	120		120		120
10.4	Shared Office, EMS, Training (4ppl)	1	14	20	280	280	240	240		280		280
10.5	Plan Review	1	12	12	144	144	0	144		144		144
10.6	Administrative Assistant	1	10	12	120	120	120	120		120		120
10.7	Records	1	10	12	120	120	120	120		120		120
10.8	Workroom / Office Supplies / Break	1	8	10	80	80	144	144		80		80
10.9	Coat Closet	1	3	8	24	24	13	13		24		24
10.10	Staff Toilet	1	7	7.5	53	53	128	128		53		53
10.11	Fire Training Supplies	1	10	10	100	100	0	0		100	100	
11.0 Apparatus and Support												
11.1	Apparatus Room	1	94	90	8,460	8,460	10,080	8,400		8,460		8,460
11.2	Turn Out Gear	1	18	26	468	468	405	405		468		468
11.3	Hose Storage	1	4	8	32	32	120	120		32		32
11.4	Equipment Decon	1	18	20	360	360	120	120		360		360
11.5	Personnel Decon, Laundry & Lockers	1	10	14	140	140	158	158		140		140
11.6	Equipment Storage	1	8	10	80	80	0	0		80		80
11.7	SCBA & Bottle Storage	1	12	12	144	144	108	108		144		144
11.8	SCBA Compressor	1	8	10	80	80	40	40		80		80
11.9	Oxygen Storage	0	0	0	0	0	32	32		0		0
11.10	Maintenance Workshop	1	10	14	140	140	200	200		140		140
11.11	EMS Supplies	1	10	18	180	180	150	150		180		180
11.12	Haz Mat Storage	1	10	12	120	120	140	140		120		120
11.13	Bulk Storage	1	10	16	160	160	218	218		160		160
11.14	Public Education Storage	1	8	10	80	80	0	0		80		80
11.15	Hose / Training Tower (# of flights)	2	9	22	198	396	144	144		396	198	198
12.0 Firefighter Quarters												
12.1	Kitchen	1	14	20	280	280	168	168		280		280
12.2	Day Room	1	14	14	196	196	308	308		196		196
12.3	Officer Dorm Room	1	9	10	90	90	140	140		90		90
12.4	Firefighter Dorm Rooms	4	9	10	90	360	420	420		360		360
12.5	Shower	2	7	12	84	168	0	0		168		168
12.6	Toilet / Shower / Locker Room - Male	0	0	0	0	0	725	725		0		0
8.50 x 11.00 in												
12.0 Firefighter Quarters												
12.1	Kitchen	1	14	20	280	280	168	168		280		280
12.2	Day Room	1	14	14	196	196	308	308		196		196
12.3	Officer Dorm Room	1	9	10	90	90	140	140		90		90
12.4	Firefighter Dorm Rooms	4	9	10	90	360	420	420		360		360
12.5	Shower	2	7	12	84	168	0	0		168		168
12.6	Toilet / Shower / Locker Room - Male	0	0	0	0	0	725	725		0		0
12.7	Toilet / Shower / Locker Room - Female	0	0	0	0	0	239	239		0		0
12.8	Lockers	1	8	12	96	96	0	0		96		96
12.9	Study Room	1	10	10	100	100	100	100		100		100
12.10	Janitor	1	4	6	24	24	38	38		24		24
Subtotal (Net Square Footage)						24,753	26,262	24,726	10,488	16,753	18,512	6,241
Grossing Factor (walls, corridors, chases, etc.)						8,168	8,705	8,196	3,461	5,529	6,109	2,060
Subtotal (Net Square Footage)						24,753	26,262	24,726	10,488	16,753	18,512	6,241
Grossing Factor (walls, corridors, chases, etc.)						8,168	8,705	8,196	3,461	5,529	6,109	2,060
TOTAL SQUARE FOOTAGE						32,921	34,967	32,922	13,949	22,282	24,621	8,301
Total of individual stations:						38,231						
Shared station is more efficient than individual stations by:						9.1%						

Discussion on elevators if required. Bathrooms must follow building code. Les returned to Diana's offer to do comps and the majority believe the Taxpayers will want the info. Gary asked about potential of renovating the police station.

Next meeting will be 5:30PM on January 26

Owen left at 7:10

[jshaw@contextarc.com](mailto:jshaw@contextarc.com)

All should send comments to Jeff by rather than rolling up the comments and sending.

Jeff would like comments by Monday January 16 EOD.

Mention was made of the passing of Jeanne Kangas on January 9.

Diana moved to adjourn and Bryan seconded

Diana-aye, Bryan-aye, Hugh-aye, Gary-aye, Larry-aye, Bill-aye, Than-aye, Les-aye

Passed 8-0

Adjourned at 7:14 PM

#### **LIST OF EXHIBITS:**

1. BBC minutes for December 21, 2022
2. Public safety study from Context schedule "Boxborough public safety space needs study"
3. Note from Wes Fowlks regarding additional facilities at site
4. Graph showing manpower vs. towns